

# Performance Recognition Program

## Citation for Outstanding Performance Nomination Form

### NOMINEE INFORMATION

Individual or Group Name (if more than 2 employees, do not list them individually - a group name must be used): \_\_\_\_\_

Title (s): \_\_\_\_\_

Agency/Unit: \_\_\_\_\_

### DESCRIPTION OF ACCOMPLISHMENTS

1. What recent accomplishment(s) has this nominee achieved?
2. How has the nominee's accomplishment(s) impacted their co-workers, clients, work environment, agency goals, etc?
3. Are there any other specific reasons for nominating this employee?

### NOMINATOR INFORMATION

Name of Nominator: \_\_\_\_\_

Agency: \_\_\_\_\_

Relationship of Nominator to Nominee (s): \_\_\_\_\_

I hereby certify that I am not related to the nominee(s) and do not work for the nominee(s).

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

**Please complete and return to the nominee's Agency Coordinator by February 14, 2014.**

### TO BE COMPLETED BY AGENCY COORDINATOR ONLY:

- Nominee (check one) \_\_\_\_ was \_\_\_\_ was not selected for a citation award.
- Check appropriate box(s): \_\_\_\_ individual award \_\_\_\_ group award \_\_\_\_ Carballo nominee
- Nominee entered state service as of \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Agency PRP Coordinator

\_\_\_\_\_  
Date

**THIS FORM SHOULD BE KEPT ON FILE AT THE AGENCY. DO NOT SUBMIT TO HRD.**

**AGENCIES ENTER CITATION WINNER NAMES INTO THE PRP INFORMATION SYSTEM BY MARCH 14, 2014.**

# **Citation for Outstanding Performance**

## **Nomination Instructions**

Executive Department employees who have been in state service for at least two years as of October 22, 2013 may be nominated for a Citation, except those employees currently holding positions to which they were appointed directly by the Governor, employees whose appointments were subject to the formal approval of the Governor and/or College Presidents and Agency Heads.

An individual employee may be nominated by a supervisor, peer, professional colleague or other familiar with the person's work. An individual may not be nominated by a relative or a subordinate, nor may a person nominate himself or herself.

A group of employees may also be nominated for its performance as a unit. If this is the case, and a group is selected as a winner, the group name is printed on the citation with each individual's name printed below the group name on their citation.

In citing the reasons as to why an individual or group of employees should receive a citation, particular emphasis should be placed on one or more of the following:

- Attainment of high priority agency objective(s);
- Exceptional managerial, organizational and/or communications achievements;
- Exemplary leadership;
- Achievement of significant improvements in productivity and/or savings in agency operations.

All nominations must be signed and the nominator's relationship to the nominee(s) clearly specified.

All nominations must be submitted to the nominee's Agency PRP Coordinator no later than **February 14, 2014**.

Once the Agency Selection Committee chooses its 2014 citation winners, Agency PRP Coordinators will enter all citation winner names into the PRP Information System by **March 14, 2014**. When entering citation winner names into the system, please ensure that winner names are spelled correctly and as they should appear on any certificates or publications.

Please note, copies of the nomination forms no longer need to be submitted to HRD. Agency Coordinator should keep on file at agency.

**Nominations should reflect the diversity of the workforce (i.e., position level, gender, race, ethnicity, as well as individuals with disabilities and veterans).**